

**Erie County Health Department**  
**Erie County Community Health Center**  
**Job Posting #2021-50**  
*Equal Opportunity Employer*

**Position:** Licensed Practical Nurse

**Division:** Behavioral Health

**Contact Person:** Kari Swenson, Assistant Human Resource Officer

**Salary:** Commensurate with experience (Range: \$18.50 - \$26.00)

**Start Date:** Immediate Opening

**Working Hours:** Full Time & Part Time; 24-hour facility open 7 days per week. Evenings, weekends, Holidays, mandatory on call will be required and is based on Agency need & emergent issues.

**Posting Opens:** Thursday, July 1, 2021

**Posting Closes:** Friday, December 31, 2021 at 5:00 p.m. or until filled

### Qualifications

- License to practice nursing as a licensed practical nurse issued by Ohio Board of Nursing pursuant to Section 4723.09 Ohio Revised Code. Effective January 1, 1989, must also have card from one of the following to verify appropriate preparation to administer medications: NAPNES, OOPNE or Ohio Board of Nursing.
- Certified health care provider CPR.
- Valid Ohio driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100.b and 700.a certification within one month of employment.

### Major Responsibilities

Promotes and supports behavioral health by providing a variety of nursing, administrative and technical support services such as providing specialized, technical, program, or Agency specific information to clients within the Erie County Health Department & Erie County Community Health Center detoxification unit; answering phones; scheduling appointments; interviewing clients to establish services needed; navigating primary care; establishing and maintaining data files; initiates patient centered medical home (PCMH) and patient referral systems of care; and drafting and editing documents such as correspondence and contracts.

### Essential Functions

Under general supervision and/or as part of the Behavioral Health team, performs the following functions within the framework of the Erie County Health Department and the Erie County Community Health Center's provision of the core functions and essential services of public health:

- Provides direct nursing care as ordered by the clinicians under general supervision of a supervisor. (Direct nursing care working 12-hour shifts including nights, weekends & holidays within the detoxification unit and may include administration of medication, assessment, personal care, and medical treatments.)
- Educates and instructs clients on health care matters, disease prevention, and care of common health problems.
- Facilitates the detoxification of clients including the administration of necessary procedures and medications.
- Participates in development and implementation of the plan of care.
- Provides specialized and/or technical agency and program specific information that requires limited interpretation of established policies, procedures and other relevant sources to internal and/or external customers.
- Operates and maintains health care equipment.
- Greets and directs clients to the appropriate office within the Agency.
- Interviews internal and/or external customers to establish program-specific documentation and/or identify services needed.
- May modify and update desk procedures that relate to assigned work.
- Shares responsibility for proper maintenance and operation of office machines.

- Obtains and completes appropriate patient forms, ensures patient confidentiality and maintains orderly medical records. Follows established public health medical records policies and procedures as well as the State and Federal laws that govern the release of health care information.
- Duplicates, collates, scans, assembles, and files materials as requested.
- Maintains paper filing system for Behavioral Health division.
- Assists Director in entering data into the Agency's cost reporting system.
- May maintain calendars for Behavioral Health Division.
- Provides public health information and data with individuals, community groups, other agencies, internal customers, and the general public about physical, behavioral, environmental, social, economic and other issues affecting the public's health.
- Under general supervision, prepares public health documents and reports.
- Reports observations or any treatment which may affect decision making to the supervisor.
- With general supervision, manages projects that support public health interventions.
- Adheres to Occupational Safety and Health Administration standards relevant to job duties, such as exposure to bloodborne pathogens.
- Must follow all safety policies and procedures to ensure an accident-free workplace.
- Assists with programs' compliance with state and federal regulations and standards of care and practice.
- Provides administrative, nursing, and technical support to Agency activities related to development and implementation of community health assessment, planning, program, and policy development and implementation activities.
- Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Maintains, updates, and uses computerized data management systems and utilizes informatics to improve program operations.
- Collaborates in the development of and provides technical and administrative support to Agency's quality improvement performance management, and evaluation activities.
- Answers telephones; screens calls, responds to inquiries and/or refers callers to appropriate agencies or divisions.
- Under general supervision, compose, draft, type and/or word process, proofread and edit documents, contracts, and/or correspondence to ensure these conform to the appropriate use of the English language and established procedures.
- Process mail and email by attaching related correspondence or information before forwarding, responding to mail when appropriate; respond to mail that can be handled personally; identify priority and/or time-sensitive matters; and maintain security and confidentiality.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
- Adheres to ethical principles and Erie County Health Department policy in the collection, maintenance, use and dissemination of data and information.
- Participates in new staff orientation and public health experience of nursing students.
- Performs all administrative and technical activities related to Behavioral Health Division and/or program purchasing according to Agency policies and procedures.
- Perform accurate numerical calculation.
- Identifies funding opportunities and new program areas to match Agency priorities using research tools.
- Participates in continuing education programs and self-directed education to keep skills and knowledge current.
- Performs public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public's health.
- Participates in Agency and community emergency response training and drills in support of disaster preparedness consistent with job classification.
- This position will be responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the public health programs. This includes, but is not limited to: creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties as assigned consistent with job classification.
- Greets visitors and patients in a friendly, competent, professional and informed manner.
- Determines reason for the visit, gathers patient information and secures signed documents as needed.
- Eases any concerns or distress patients may exhibit during the intake process.
- Responds to questions with timely, accurate and complete information.
- Answers and redirects incoming calls as appropriate.

- Follows all regulations and requirements pertaining to public health, federally qualified health center (FQHC), and Agency policies toward the workplace.

## Special Requirements

- Treats others with courtesy and respect in all interactions.
- Responds with flexibility to changing needs.
- Manages multiple tasks and deadlines.
- Supports and promotes the Agency's vision, mission, and core values.
- Knowledge of skilled licensed practical nursing techniques and methodologies.
- Knowledge of the core functions and essential services of public health.
- Knowledge of basic interviewing skills.
- Knowledge of the community and its resources.
- Knowledge of principles of medication administration.
- Recognizes unusual or threatening conditions and takes appropriate emergency action.
- Knowledge of general office principles and practices.
- Knowledge of software applications relative to the position assignment.
- Knowledge of nursing staff responsibilities in various health center programs (e.g., prenatal, reproductive health and wellness, immunizations, primary care, etc.).
- Knowledge of various computer programs (NextGen, Excel, Impact SIIS, etc.).
- Knowledge of basic accounting and mathematics.
- Knowledge of proper English grammar, usage, and spelling.
- Knowledge of action tracking on specific work assignments or other items related to work position.
- Knowledge of government structure and process.
- Reads and comprehends medical terminology, manuals, and records.
- Ability to keep accurate reports and records.
- Organizational skills.
- Requires a self-starter with the ability to work both independently and as a team member in a professional environment.
- Good natured with a positive attitude; able to perform under pressure.
- Ability to interact effectively and in a supportive manner with patients, stakeholders, and public peers.
- Always courteous and respectful regardless of race, creed, family and/or economic situation.
- Bilingual language skills a plus.
- Ability to use good judgment and persistence in overcoming challenges, addressing conflicts and solving problems.
- Effective oral and written communication skills, including phone skills and etiquette.
- Attention to detail, and adherence to established policies and procedures required.
- A problem solver, with the ability to organize and prioritize responsibilities.
- Is flexible, and able to embrace and implement change.
- Touch typing/keyboarding and touch ten-key; both with speed and accuracy.
- Working knowledge of Windows personal computer, Microsoft Word and Excel.
- Knowledge and understanding of Patient Centered Medical Homes (PCMH) process.
- Knowledge and understanding of public health accreditation process.
- Knowledge of the Ohio Nurse Practice Act.
- Criminal background verification required.
- Ability to time budget in areas of workforce development and Agency duties.

**Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:**

- Must have completed Hepatitis B vaccine series or provide documentation that provides antibody testing results revealing immunity or medical reasons for contraindications of vaccine.
- Must remain up-to-date with Tdap vaccine per recommendations of the Advisory Committee on Immunization Practices (ACIP).
- Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
- Must be able to be fitted and wear NIOSH 95 mask. (Requires the elimination of facial hair/beard.)

- Exert up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient enough to communicate with others effectively in person and over the phone.
- Ability to hear and respond to internal or external emergency or evacuation alarms.
- Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

If unable to demonstrate these abilities based upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Ohio law.

### Working Conditions

- General office setting in health department facilities, as well as occasionally in community sites including clients' homes and workplaces.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from off-site locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
- In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging atypical or hostile behaviors and/or communication.
- May include alternate sites, temporary locations and/or multiple locations depending on the public health emergency.

### Equipment Used

Including, but not limited to computer, fax, copier, scanner, calculator, multi-line telephone, cell phone, camera, video recorder, public health and medical equipment and supplies related to duties, and personal vehicle.

Bloodborne Pathogen Risk Code:  None  Low  Medium  High

### Qualified Applicants

Qualified applicants should visit [www.eriecohealthohio.com](http://www.eriecohealthohio.com) where current job postings can be viewed and an application is available to complete. A completed Erie County Health Department employment application must be date/time stamped in the Human Resources Office prior to 5:00 p.m. on December 31, 2021 EOE/AA/ADA

Approved for Content & Posting \_\_\_\_\_



Erie County Health Commissioner

Date \_\_\_\_\_

06.28.21